



DRAFT

MONTANA STATE EMPLOYERS' COUNCIL
Executive Board Conference Call Meeting Notes
Friday, February 13, 2004
12:00 – 1:00 p.m.

Board Members Participating: Carolyn DeYoung, Jim Hunt, Roy Hagen

Board Members Submitting Comments: Barb Kain and Pat Cunningham

Recorder: Kathy Yankoff, State JSEC Coordinator

Agenda: MSEC co-sponsorship of business services training for JobLINC partners

Text of Feb. 9th e-mail calling the meeting:

A conference call meeting of the MSEC Executive Board meeting will take place on Friday, February 13th from 12:00 noon to 1:00.

The purpose of the call is to discuss a request from Workforce Services Division for the MSEC to co-sponsor a statewide business services training for Community Management Team partner agencies that do outreach to business customers. This training would be specifically for line staff from the various JobLINC partners -- including Job Service, DPHHS, WIA training providers, etc -- to assist in the development of a collaborative/coordinated outreach to businesses.

The training has been developed by Greg Newton Associates, a Massachusetts consulting/training company that our Division has had considerable experience with in the past. The training has been successfully delivered in a dozen other states over the past 12-18 months.

The request for MSEC co-sponsorship would be to contract with and pay the vendor through the collection of registration fees from the participants.

Developments Since Feb. 9th: Kathy read e-mail messages from Barb and Pat – both in favor of the Board participating as a co-sponsor, on condition that the financial risk could be either capped at a set amount or eliminated altogether.

Kathy informed the Board members that she had recently found a funding source that would be able to cover the cost of the trainer and most facility charges. Gary Warren, Chief of the Statewide Programs Bureau, has agreed to use a portion of his Bureau's WIA administration dollars since the training is for all the system partners that outreach to business and not just a single agency.

Nature of MSEC Co-Sponsorship: Although another funding source has been found for the trainer and most of the facility costs, Kathy anticipates some things would not be covered. Specifically, one day of the session would include a working lunch and possibly a networking social one evening. Kathy asked the Board to consider covering those events through collection of a registration fee of \$20 to \$25. There would be virtually no financial risk to the Board as catering estimates can be adjusted within a few days of the event to ensure that registrations will cover the costs. Kathy would be the recipient of the registrations on behalf of the Board – coordinating with Barb for deposit of funds received.

Action: Following discussion, the Board agreed to co-sponsor the training as requested.